

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency

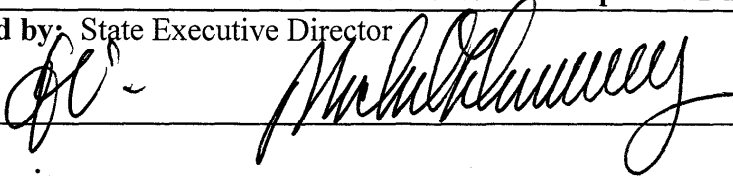
Little Rock, Arkansas 72201

**AR Notice AS-69**

**For:** FSA County Offices

**Service Center Envelopes – FY 2003**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

Service Center envelopes are a shared administrative expense. FSA County Offices must complete an FSA-60 to purchase envelopes. Each time envelopes are ordered all agencies in the Service Center should be included in the order and all envelopes paid for by the agency placing the order. FSA field offices will be responsible for ordering the styles listed in Exhibit 1 in FY2003 for all agencies. Reimbursement will be done at the State level based on Exhibit 4.

**B Purpose**

The purpose of this notice is to provide information for ordering envelopes. Exhibit 1 lists commonly used envelopes that are on the Federal Supply Schedule. GSA no longer provides Federal Supply Schedules specifically for envelopes.

**2 County Office Action**

1. Estimate needs on an annual basis and place orders in accordance with 28-AS, paragraph 68.
2. When ordering envelopes, the return address should read: USDA Service Center, street address, state, zip code. DO NOT print a specific agency on the return address.
3. Exhibit 1 has instructions for ordering. Counties should follow this procedure for the different styles. Follow Exhibit 2 for preparing FSA- 60, Purchase Order. Also refer to 28-AS- Exhibit 16. Exhibit 1 lists vendor and pricing for various styles county offices.
4. Send a sample envelope with your order to insure the format is printed correctly, with the return address (see Exhibit 3).
5. Forward Exhibit 4 to the State Office for Reimbursement purposes.

Disposal Date	Distribution
March 1, 2004	FSA Offices

## Arkansas Notice AS-69

## Exhibit 1

Vendor	Style	Price	GSA Contract Number
Ansley Business Materials of Chicago 413 N. Carpenter Street Chicago, IL 60622 Attn: Government Accounts (800) 334-4226, ext. 143	<b>Regular Letter Size</b> Style 192-D 4 1/8" x 9 1/2" <b>non-window</b> , white High-cut diagonal seam Minimum order 5 MX (5000)	\$24.30 per MX	GS-14F-0679G  This contract is valid through 11/2006
	<b>Regular Letter Size</b> Style 435-D 4 1/8" x 9 1/2" <b>window</b> , white High-cut diagonal seam Minimum order 5 MX (5000)	\$24.85 per MX	
	<b>CCC Check Envelopes</b> Style 407 3 7/8" x 8 7/8" <b>window</b> , kraft Minimum order 5 MX (5000)	\$32.28 per MX	
Mail Well Envelope 4500 Tiedeman Road Cleveland, OH 44144 Attn: Sandy Mey (216) 430-4012	<b>Large Kraft Mailer</b> Style 535 6 1/16" x 9 1/2", <b>non-window</b> , kraft Minimum order 1 MX (1000)	\$23.75 per MX	GS-14F-0021L  This contract is valid through 11/29/2006
	<b>Large Kraft Mailer</b> Style 84 9 1/2" x 12" <b>non-window</b> , kraft Minimum order 1 MX (1000)	\$50.35 per MX	
Westvaco Envelope Division P. O. Box 3300 Springfield, MA 01102-3300 Attn: Government Accounts (413) 787-9734	<b>Large Kraft Mailer</b> Style 95 11" x 13" <b>non-window</b> , kraft (3 1/4" flap) Minimum order 1 MX (1000)	\$92.03 per MX	GS-14F-0003M  This contract is valid through 11/14/2006

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Exhibit 2

FSA-60 (03-16-95)

1. REQUISITION NO.		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		The Order Number in Item 3 must appear on all PACKAGES and PAPERS relating to this order.	
2. APPROPRIATION AND/OR PROJECT County Office Admin Funds		<b>PURCHASE ORDER</b>		3. ORDER NO. <span style="border: 1px solid black; border-radius: 50%; padding: 2px 10px;">1</span>	4. DATE XX-XX-XX
5. TO (SELLER):  <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">2</div>			6. CONSIGNEE AND DESTINATION (SHIP TO):  <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">3</div>		
7. INVITATION NO.	8. CONTRACT NO. <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">4</div>	9. DELIVER ON OR BEFORE (Date) <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">5</div>	10. DISCOUNT AND/OR NET PAYMENT TERMS  Net 30		
11. F.O.B. POINT Destination		12. SHIP VIA BEST WAY		13. GOVERNMENT BILL OF LADING NO.	
14. ITEM NO.	15. ARTICLES OR SERVICES	16. QUANTITY	17. UNIT	18. UNIT PRICE	19. AMOUNT
01	Envelope, White, Printed, Window High/Cut, D/S, Style 435-D  VARIATION IN QUANTITY +/- 10 PERCENT OF EACH ITEM ON THIS ORDER IS ALLOWED  <input type="radio"/> Format Purchase Order Number per 28-AS, Exhibit 1 <input type="radio"/> Enter name and address of vendor <input type="radio"/> Enter the Service Center name and shipping address <input type="radio"/> Contract number from Exhibit 3 <input type="radio"/> Allow 60 days from receipt of order <input type="radio"/> Enter mailing address <input type="radio"/> CED should sign	5	MX	\$24.85	\$124.2
▼ NOTE BILLING ADDRESS ▼			TOTAL ►		
20. BILLING INSTRUCTIONS - SEND BILL TO: (Include our order number, item 3 above, on invoice)  USDA-Farm Service Agency  <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">6</div>  (NO BILLING WILL BE SUBMITTED IN ADVANCE OF SHIPMENT.)			21. ORDERED BY (Signature): <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin: 10px auto;">7</div>		
			22. NAME		
			23. TITLE		
TO BE COMPLETED ON RECEIPT COPY ONLY					
24. RECEIPT CERTIFICATION  <i>I certify that the articles, and/or services listed above have been received, inspected, and accepted as complying with this order.</i>		A. RECEIVED BY (Signature):		25. REMARKS	
		B. TITLE			
		C. DATE RECEIVED			

☐ SELLER☐ ACCOUNTING☐ ISSUING OFFICE☐ RECEIPT☐ PROPERTY☐ AGENCY USE

<p>United States Department of Agriculture</p>	<p>1</p>	<p>Official Business Penalty for Private Use \$300</p>	<p>2</p>	<p>Sample for Printing Only</p>
<p>RETURN SERVICE REQUESTED</p>				
<p><i>1 1/4 x 4 1/4 inch Window (window should have slightly rounded corners) Window must be 5/8 inch from bottom of the envelope and 1/4 inch from the left side of the envelope</i></p>				

**Letter Size Window Envelope – Style 435-D (4 1/8 x 9 1/2 inch; White, Printed, Window, High-Cut D/S**

Must have a minimum 1/4 inch clearance between all text and the edges of envelope.

Must have a minimum 1/4 inch clearance on all sides of the endowment (RETURN SERVICE REQUESTED).

Example for ordering instructions for this style envelope

Sample:

1 Make sure the envelope has the Service Center return address.

2 Mark as 'SAMPLE FOR PRINTING ONLY'

Prepare Purchase Order (FSA-60) according to Exhibit 2 and 28-AS, Exhibit 16. Be sure to include a sample envelope with the order

**FY-2003 Envelope Order Report**

Field Office Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date Order Received: \_\_\_\_\_

Reimbursement is requested as follows:

	<u>Reimbursement</u>
NRCS Field Office	\$ _____
NRCS Area Office	\$ _____
Rural Development Field Office	\$ _____
Rural Development Area Office	\$ _____

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Service Center Concurrence:

\_\_\_\_\_  
CED, FSA

\_\_\_\_\_  
Rural Development

\_\_\_\_\_  
NRCS